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TO : Registrar

FROM : Director of Training

SUBJECT: Travel Costs for OTR Courses

DATE: 5 NOV 1959

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Class. AUTHORITY: T 5 (C)

Auth: DPA R 77/176

Date: 11 JAN 79 By: 870

1. The proposal made in your Weekly Activity Report of 22 October 1959 to have OTR handle all administration (including travel costs) of the ELINT and S&T Courses is approved. I would appreciate your taking the initiative with the two schools concerned and with the Executive Officer to implement this decision.

2. In studying the costs involved in carrying out your proposal, we have estimated that a total of \$5,110 will be required as shown below for the remainder of the current fiscal year.

ELINT	\$ 616
S&T	<u>4,494</u>
TOTAL	\$5,110

ELINT--One running of course--12 students and 2 instructors. Trip to Cape Canaveral or equivalent [REDACTED] at no cost to OTR. 3 1/4 days per diem or \$39 per person plus \$5 cab fares.
\$44 x 14 persons = \$616

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S&T --Three runnings of course (including one in progress)--average 20 students and 2 instructors. Trip to Camp Dietrich by bus--cost \$200. 1 1/2 days per diem or \$18 per person. \$18 x 22 persons = \$396 + \$200 x 3 = \$1,788. Trip to Redstone Arsenal [REDACTED] at no cost to OTR. 3 days per diem or \$36 per person plus \$5 cab fares.
\$41 x 22 = \$902 x 3 = \$2,706

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3. The OTR Budget Officer reports that we are spending travel funds at just about the rate anticipated in our current budget. Thus, the \$5,110 required for ELINT and S&T will have to come from cuts in other anticipated expenses. I understand that this may be possible

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through savings in a special external program which you had planned for the Office of Communications but which may not be undertaken. In any case, we must make whatever adjustments are necessary to cover the costs of the ELINT and S&T Courses.

4. This problem highlights the necessity for continued vigilance in processing requests for external training, especially where the training value of such requests may be questionable or where excessive costs are involved. Particular care should be exercised in approving:

- a. attendance at conventions and professional meetings,
- b. multiple attendance or travel by members of the same component for the same purpose,
- c. use of institutions or facilities whose instruction is duplicated by less expensive facilities elsewhere.

I know you have given a great deal of thought to this matter and you have displayed consistently good judgment in handling it. When aspects develop that require my support, you can certainly count on it.

5. I will want to monitor closely the funds available for external training and other purposes during the remainder of the fiscal year. If at any time you foresee the possibility of overexpending any of your allotments, please let me know immediately.



MATTHEW BAIRD

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